

Director's Competitive Grants Pre-Proposal and Full Proposal Guidance

The Director's Review Committee for LDRD Director's Competitive Grants will follow a two-stage review process for proposed new projects. Initially, the Committee will use short pre-proposals to rank submissions. Then, somewhat more extended, full proposals will be requested to support those pre-proposals most highly ranked. Pre-proposals and full proposals must use the General Proposal Template to be found at the LDRD website (<http://www.anl.gov/LDRD>). All full proposals must be accompanied by a Proposal Cover Sheet and a Proposal Compliance Check List to be found with instructions at the LDRD website. NOTE: For FY 2004, electronic submission of all documents is required. Send these to jreedy@anl.gov.

For FY 2004, pre-proposals are not required for renewal of projects active during FY 2003 if the original proposal described a continuation into FY 2004. Full proposals, that will serve as progress reports, will be invited from current grantees at the same time the Review Committee invites the extended writeups of new project proposals.

The guidance below pertains specifically to pre-proposals and full proposals to the Competitive Grants component of LDRD. The numbered paragraphs below correspond to the numbered sections of the proposal template. In writing your proposal, keep in mind that most of the reviewers are technical non-specialists, so use plain English as much as possible, avoid jargon, and focus on those aspects of the proposed work that speak to the selection criteria enumerated below.

Please note the check boxes on the proposal template where you must indicate the single- versus multi-disciplinary character and the basic versus applied character of your proposed research. Also please indicate in the spaces provided whether the proposed project would be classified as theory, simulation/modeling, experiment, or a combination of these.

1. Funding Profile: Provide total project operating budget (covering all years of proposed project activity), with a breakdown by fiscal year. Show the apportionment among regular and STA staff effort, post doctoral effort, and M&S. These should be realistic estimates of the minimum funding and duration needed to accomplish the stated goals of the project. (DOE Order 413.2A sets a maximum duration of three years.)

IF PROPOSING RENEWAL OF A PROJECT, SKIP TO SECTION 7.

2. Scientific/Technical Opportunity: Briefly state the technical or scientific research opportunity to which the project responds. This point may be elaborated further if an extended proposal is invited. Investigators should be aware of initiative areas that reflect the general context and background of the Laboratory's current strategic R&D goals. **See the LDRD website for the list of initiative areas.** Proposals for research not within or supportive of these predefined areas may be submitted in response to this Competitive Grants call.

3. Benefits/beneficiaries/customers: Briefly state the specific benefits to be derived from successful pursuit of the project and to whom the benefits will accrue. This point may be elaborated further if an extended proposal is invited.
4. Abstract: Provide an abstract describing the nature of the work. This section will be most relevant to the initial ranking of the pre-proposals. It should include the specific, ultimate R&D objectives of the project as a whole and specify technical milestones. Progress measured against these milestones will be the basis for future renewal decisions. Briefly mention any external collaboration or other factors that leverage project resources and indicate the position of the proposed research with respect to external activities and institutions with relevant expertise who are pursuing the same or similar work. The largest part of this abstract must explain either why the project should be considered novel, highly innovative, and a new research direction for Argonne, or how a synergistic teaming of multiple Argonne disciplines is of particular value to this research and the Laboratory. Emphasis on these aspects of the technical content is advised. Projects from basic research to those that are highly applied will be fairly represented in the Laboratory's LDRD portfolio. Where along this spectrum your project falls, based on how you characterize it in this section of the proposal, should be consistent with the assignment to basic or applied character that you indicated above section 1.
5. Resources required: Give a brief description of the project's dependence on use of existing Laboratory facilities and other resources including the availability of particular collaborators. Include identification of the key skills and new technical hires upon which the project will depend. This point may be elaborated further if an extended proposal is invited.
6. Future funding opportunities: Briefly describe probable sources of future funding that would support continuation of the research, if this project is successful. This point may be elaborated further if an extended proposal is invited.

Send pre-proposals by e-mail attachment to jreed@anl.gov or by diskette directly to the LDRD Program Manager by **May 23, 2003**.

For renewal proposals (Pre-proposal not required – check the LDRD website for full proposal submission deadline.):

7. Prior year(s) accomplishments relative to milestones: Renewal decisions will be based primarily on progress to date and available funds. You can assume that the special innovative character of the project was adequately communicated in the first-year proposal. Do not repeat the same background information in the renewal request. Use sections 2 through 6 only to indicate changes based on new information gained since original submission. In this section, state accomplishments to date with specific reference to those milestones forecast in the original proposal and current prospects for follow-on funding, if the project is renewed. If the original proposal did not anticipate the need for further LDRD

funding, explain what special circumstances now require that extension. Although you may expect that a second year of support will be predicated primarily on technical progress to date, a third-year would require additional compelling justification.

Selection Criteria for Director's Competitive Grants Proposals

The Review Committee's principal selection criteria will include:

- Novelty, innovativeness, or originality of the proposed research;
- Benefits to science and technology derived from a successful project;
- Feasibility of the proposed research;
- Likelihood of success within the proposed duration and requested funds;
- Qualifications of the investigators in the field of the proposed research;
- Clarity and completeness of the written proposal;
- Potential for follow-on funding, if successful.